



**TEXAS DEPARTMENT OF
LICENSING & REGULATION**

**ANNUAL REPORT OF
NONFINANCIAL DATA**
for the year ended August 31, 2019

**Texas Department of
Licensing & Regulation**

**Brian Francis
Executive Director**

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TEXAS DEPARTMENT OF LICENSING & REGULATION

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December 30, 2019

The Honorable Greg Abbott, Governor
Lisa Collier, First Assistant State Auditor, State Auditor's Office
John McGeady, Assistant Director, Legislative Budget Board

Dear Gov. Abbott, Ms. Collier, and Mr. McGeady:

We are pleased to submit the Texas Department of Licensing and Regulation *Annual Report of Nonfinancial Data* for the year ending on August 31, 2019, in compliance with the Texas Government Code Ann. § 2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Brandy Corrales, Director of Financial Services, at (512) 463-3100.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Francis".

Brian Francis
Executive Director

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TEXAS DEPARTMENT OF LICENSING AND REGULATION

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2019

Location	Address	Lessor	Lease Number	Type	Usable Sq. Ft.	FTEs	Rental per Month		Annual Cost	Comments
							Cost per Sq. Ft.	Cost per Month		
State-Owned Buildings:										
Austin	920 Colorado				33,676	179.0				
Fort Worth	1501 Circle Dr, Suite 215				1,806	9.0				
Houston	5425 Polk Ave, Suite G80				4,854	7.0				
					<u>40,336</u>	<u>195.0</u>				
Free Space:										
(None)										
Leased Space:										
Austin	1106 Clayton Lane	Omninet Twin Towers, LP	20208							Lease expires 01/31/2026
	Suites 125E and 325E			Office/Meeting	12,650	94.0	18.72	19,735.04	236,820.52	Suite 125 is the large meeting room used for Commission and Advisory Board Meetings, Training, etc.
	Suites 130E and 425E			Offices	6,708	30.0	18.72	10,466.72	125,600.59	
	Suite 300E			Offices	6,379	23.0	18.72	9,951.77	119,421.26	
	Suite 105E			Offices	2,233	14.0	20.73	3,857.51	46,290.09	
	Suite 105W			Offices	3,086	23.0	25.84	6,644.00	79,728.04	
	Suite 200E			Offices	6,659	46.0	25.00	13,872.92	166,475.00	
					<u>37,715</u>	<u>184.0</u>	<u>64,527.96</u>		<u>774,335.51</u>	

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES
 For the Fiscal Year Ended August 31, 2019

Name	Type of Service Rendered	Amount
Professional/Consulting Fees		
Paid from Governmental Funds:		
Accenture LLP	Information Technology Services	\$12,000.00
Austin Community College	Educational / Training Services	\$751.00
Cathy Allen Rude	Other Witness Fees	\$400.00
Deer Oaks EAP Services LLP	Other Professional Services	\$11,193.00
Global Six Sigma	Educational / Training Services	\$9,000.00
Globalscope Communications	Consultant Services - Computer	\$61,751.77
Globalscope Communications	Educational / Training Services	\$15,880.00
Insight Public Sector Inc	Financial and Accounting Services	-\$4,000.00
Insight Public Sector Inc	Consultant Services - Computer	\$1,515.50
Joseph George Burckhardt	Other Witness Fees	\$800.00
Jurisdiction Online LLC	Information Technology Services	\$38,500.00
LaTonya J Peques	Educational / Training Services	\$23,940.00
Matthew Lyon	Other Witness Fees	\$400.00
Micropact Global Inc	Information Technology Services	\$144,261.81
Neubus Inc	Information Technology Services	\$4,245.00
Paula Davis	Other Witness Fees	\$400.00
Prolim Global Corp	Information Technology Services	\$161,601.00
RM Walker Training & Facilitation LLC	Educational / Training Services	\$2,000.00
Soisson and Associates	Educational / Training Services	\$15,000.00
Solid Border Inc	Information Technology Services	\$3,600.00
Solid Border Inc	Consultant Services - Computer	\$2,400.00
Sylyna Kennedy	Other Witness Fees	\$400.00
Texas Department of Information Resources	Computer Services - Statewide Tech Center	\$969,164.08
TST Strategies LLC	Educational / Training Services	\$4,500.00
University of Texas - Austin School of Social Work	Educational / Training Services	\$7,965.00
University of Texas at Austin	Financial and Accounting Services	-\$7,161.28
University of Texas at Austin	Educational / Training Services	\$16,425.00
Weaver and Tidwell	Financial and Accounting Services	\$67,971.28
Total Paid from Governmental Funds		<u>\$1,564,903.16</u>
Total Professional/Consulting Fees		<u>\$1,564,903.16</u>
Legal Service Fees		
N/A		\$0.00
Total Legal Service Fees		<u>\$0.00</u>
Total Professional/Consulting and Legal Service Fees		<u><u>\$1,564,903.16</u></u>

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STATE AGENCY PROGRESS REPORT
 (Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

Agency Name: Texas Department of Licensing & Regulation

Agency #: 452

Report for Fiscal: 2020

HUB Report Procurement Categories	Fiscal 2018		Fiscal 2019		Fiscal 2020
	Agency-Specific HUB Goal*	% of Dollars Spent w/HUBs**	Agency-Specific HUB Goal*	% of Dollars Spent w/HUBs**	Agency-Specific HUB Goal*
Heavy construction other than building contracts	N/A	N/A	N/A	N/A	N/A
Building construction, including general contractors and operative builders contracts	N/A	N/A	N/A	N/A	N/A
Special trade construction contracts	32.90%	0.00%	N/A	N/A	N/A
Professional services contracts	75.00%	82.07%	75.00%	0.00%	N/A
Other services contracts	8.00%	2.96%	8.00%	23.64%	11.32%
Commodities contracts	40.00%	52.01%	40.00%	45.19%	47.20%

* For each of the procurement categories listed, enter your Agency-Specific HUB Goals.

** For each of the procurement categories listed, enter the percentage of dollars the agency spent with HUBs as reflected in the Annual HUB Reports.

Prepared By: Brandy Corrales

Printed Name: Brandy Corrales

Phone Number: (512) 463-3100

Approved by: [Signature]

Printed Name: Mike Arismendez

Phone Number: (512) 463-3170

(Rev. 10/16)

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
 APPROPRIATION ITEM TRANSFER SCHEDULE*
 For the Fiscal Year Ended August 31, 2019

ITEM OF APPROPRIATION

			<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
A. Goal: Licensing					
Strategies:					
A.1.1	13004	License/Register/Certify	\$ -	\$ (285,000.00)	\$ (285,000.00)
A.1.2	13023	License Businesses & Facilities	-	-	-
A.1.3	13003	Education and Examinations	-	-	-
A.1.4	13008	Customer Service	25,000.00	-	-
Total, Goal A: Licensing			<u>\$ 25,000.00</u>	<u>\$ (285,000.00)</u>	<u>\$ (260,000.00)</u>
B. Goal: Enforcement					
Strategies:					
B.1.1	13010	Conduct Inspections	\$ 390,000.00	\$ -	\$ 390,000.00
B.1.2	13024	Building Plan Reviews	110,000.00	(380,000.00)	(270,000.00)
B.1.3	13009	Resolve Complaints	-	-	-
B.1.4	13025	Investigations	140,000.00	-	140,000.00
Total, Goal B: Enforcement			<u>\$ 640,000.00</u>	<u>\$ (380,000.00)</u>	<u>\$ 260,000.00</u>
C. Goal: Indirect Administration					
Strategies:					
C.1.1	13800	Central Administration	\$ -	\$ (80,000.00)	\$ (80,000.00)
C.2.1	13801	Information Resources	80,000.00	-	80,000.00
C.3.1	13802	Other Support Services	-	-	-
Total, Goal C: Indirect Administration			<u>\$ 80,000.00</u>	<u>\$ (80,000.00)</u>	<u>\$ -</u>
Other					
Article IX Contingency Riders:					
Sec. 18.05	25805	Transportation Network Companies	\$ -	\$ -	\$ -
Sec. 18.24	25824	Podiatry	-	-	-
Sec. 18.37	25837	Behavior Analysts	-	-	-
Sec. 18.45	25845	Other Occupations	-	-	-
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 745,000.00</u>	<u>\$ (745,000.00)</u>	<u>\$ -</u>

* This schedule does not include salary increase transfers and benefit replacement pay (BRP) transfers.

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TEXAS DEPARTMENT OF LICENSING AND REGULATION
INDIRECT COST SCHEDULE
 For the Fiscal Year Ended August 31, 2019

A. Payroll Related Costs

FICA Employer Matching Contribution	2,057,316.34
Group Health Insurance	3,590,662.83
Retirement	2,484,220.17
Unemployment	315.40
Other Employment Expense-surcharge	62,362.13
Payroll Health Insurance Contribution	249,662.35
Additional Payroll Retirement Contribution	131,028.22

Total Payroll Related Costs 8,575,567.44

Workers' Compensation (Indirect)	28,539.29
Benefit Replacement Pay (BRP)	37,537.00

Total Workers' Compensation and BRP 66,076.29

B. Indirect Costs

Bond Debt Service Payments	-
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Total Indirect Costs (not reported on operating statements) -

C. Indirect Costs - Statewide Full Cost Allocation Plan

(Note that these are costs were not available at the time of this report)

Building Depreciation	-
Equipment Depreciation	-
CPA Administration	-
CPA Fiscal and ITD	-
CPA Purchasing & Support (TPASS)	-
CPA Rebates	-
DPS Capitol Security	-
TFC Administration	-
TFC Planning and Real Estate Mgmt	-
GOV Budget and Planning	-
Rounding	-

Total Indirect Costs - Statewide Full Cost Allocation Plan -

TOTAL INDIRECT COSTS 8,641,643.73

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
SCHEDULE OF STATE-OWNED VEHICLES USED BY STATE EMPLOYEES
For the Fiscal Year Ended August 31, 2019

The following employees were authorized to use the agency's three state-owned vehicles:

<u>Name</u>	<u>Job Title</u>
David Gonzales	Director of Regulatory Program Mgmt.
Lee Parham	Deputy Director, RPM
David Gunn	Program Manager
Jerry Daniel	Program Specialist
Larry Reichle	Program Specialist
Norman Kieke	Program Specialist
Adam Foster	Hydrologist
Michael Withrow	Purchaser
Brian Kelly	Purchaser/Property Manager
Serlester Boone	Purchaser
Claire Satterwhite	Natural Resource Specialist

The Hydrologists perform statutorily required inspections of water wells throughout the state. The Directors, Managers, Program Specialists and Purchasers use the agency vehicles to make presentations and to perform supervisory, staff, and administrative functions.

When the vehicles are not in use, they are garaged at headquarters.

Other individuals may be added to the list with the approval of the Executive Director or Deputy Executive Director.